



Information Privacy and Security Council

Meeting Minutes

June 15, 2016

Keoni 'Ana Bldg.
1177 Alakea St.
Room 304
Honolulu, HI 96813

Wailuku State Office Bldg.
54 South High St.
Third Floor VCC
Wailuku, HI 96793

Lihu'e State Office Bldg.
3060 'Eiwa St.
Basement VCC
Lihu'e, HI 96766

Hilo State Office Bldg.
75 Aupuni St.
Basement VCC
Hilo, HI 96720

MEMBERS / DESIGNEES PRESENT

Member Name	Department
DeMello, Keith (designee; acting chair)	Office of Enterprise Technology Services (ETS)
Ito, Jodi (designee)	University of Hawai'i
Jacobs, Don	County of Hawai'i
Keane, David	Department of Human Resources Development
Norman, Nyree	County of Kaua'i
Sherman, Karen	County of Maui
Taniguchi, Carol	Legislature
Thornton, Kevin	Judiciary
Tungol, Wilfredo (designee)	Department of Health
Yong, Lim	Department of Human Services
Ho, Keith (designee)	City & Council of Honolulu

MEMBERS ABSENT / NOT REPRESENTED

Member Name	Department
Decasa, Meliton	Department of Education

INVITED GOVERNMENT ATTENDEES

Member Name	Department
Crosby, Todd	ETS
Kunimoto, Valri	Department of the Attorney General

I. Call to Order

Acting Chair DeMello called the meeting to order at 1:06 p.m. Quorum was established with eight members present. *Note: The twelve-member Information Privacy and Security Council (IPSC) requires eight members to establish quorum and take official Council action.*

II. Review and Approval of Previous Meeting Minutes

Member Thornton moved for the IPSC to approve the May 2016 meeting minutes, and Member Keane seconded the motion. In discussion, the following amendments were identified:

- Under item IV., paragraph four, revise "be more dynamic" to "being more dynamic"
- Under item V., revise "House Bill 1738 HD1 SD2" to "House Bill 1739 HD1 SD1 CD1"

NOTE: Member Keane and Member Designees Ho and Ito joined the meeting at 1:07 p.m. during review of minutes, increasing the total number of voting members present to eleven.

The IPSC adopted the meeting minutes as amended by unanimous consent.

III. Public Testimony on Agenda Items

None.

IV. **State and County Agency Personal Information (PI) System Annual Reports**

The 2016 Collection Timeline was presented at the previous meeting and is reflected in the May minutes. The timeline calls for a CIO memo to be distributed to agency privacy designees statewide in mid-July, with a preliminary deadline for agency reports by August 31, final deadline for agency reports (as required by statute) by September 30, and submittal of the IPSC summary report to the Legislature by December 31.

ETS provided a demonstration of updates to the proposed PI system annual report form and collaborative site, which is continuing to be developed in SharePoint. As noted at the previous meeting, the new online form will replace the current Microsoft Word-based report. To further increase efficiency, the online form has been aligned with federal reporting for consistency. It also allows agency privacy designees to save and continue filling out the form later and, once the information is entered this year, it will not have to be reentered for subsequent years unless there is a change. As for the collaborative site, it will serve as a repository for the form data and provide IPSC members the ability to track progress and agency compliance within their jurisdictions. It will also replace the “Members” section of the IPSC website.

ETS will email access information to IPSC members and member designees. This involves creating accounts in Active Directory. ETS has engaged a SharePoint specialist in the development of the collaborative site, permissions and workflows.

NOTE: Due to a brief power outage, the video conferencing center connection to the Neighbor Islands was interrupted. The meeting recessed at 1:17 p.m. until the video connection was restored at approximately 1:27 p.m.

V. **Guidelines for Found Media Sanitation; Discussion and Appropriate Action**

Members discussed Section 52D-14, Hawai‘i Revised Statutes (HRS), Duty and Right of Finders. Currently, the statute requires that found property be reported or delivered by the finder to the chief of police of the county who holds the property for forty-five days or until claimed by the owner. If no claim is made, the property may be claimed by the finder within thirty days after being notified by the chief of police that the person is entitled to possession. If not claimed by the finder, the chief of police shall dispose of the property.

Member Sherman proposed that the IPSC consider addressing electronic devices and the personally identifiable information (PII) they may contain with respect to this statute. For example, stipulation stating that if the found property houses electronic media and it is not returned to the original owner then the police should sanitize the media prior to releasing it to the finder.

A link to the National Institute of Standards and Technology Special Publication 800-88r1, Guidelines for Media Sanitation, was included on the meeting agenda. It was also suggested that the Transportation Security Administration (TSA) may have applicable guidelines.

To allow members to thoroughly review and consider the matter, it was recommended that a subcommittee be formed to provide recommendations to be presented at a future meeting for appropriate action.

Member Designee Ito moved to form a Permitted Interaction Group to research and provide recommendations on guidelines for media sanitation, and Member Lim seconded the motion. In discussion, the following individuals were identified to comprise the group: Don Jacobs, Karen Sherman, Keith DeMello, and Todd Crosby. The motion passed by unanimous consent.

NOTE: Member Designee Ho exited the meeting at 1:30 p.m.

VI. Executive Session

Member Thornton moved to enter into executive session, and Member Keane seconded the motion. Clarification was made that executive session was being entered into pursuant to HRS sections 92-5(a)(6), to consider sensitive matters related to public safety or security, and 92-5(a)(8), to deliberate or make a decision upon a matter that requires the consideration of information that must be kept confidential pursuant to a state or federal law, or a court order. The motion passed unanimously.

The IPSC entered executive session at 1:51 p.m., during which members discussed internal handling of employee PII.

NOTE: Member Thornton exited the meeting at 2:07 p.m.

Members exited executive session at 2:22 p.m.

VI. Good of the Order

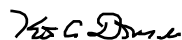
Acting Chair DeMello announced that Senate Bill 2807 SD2 (now Act 58) has been signed by Gov. David Ige. Effective July 2, 2016, Act 58 adds a representative of the Department of Commerce and Consumer Affairs (DCCA) to the IPSC. The chair will send a letter to the DCCA Director Catherine Awakuni Colón to request designation of DCCA's member and member designee.

The next IPSC meeting is scheduled for Wednesday, July 20, 2016, 1 p.m.

VII. Adjournment

The meeting adjourned at 2:23 p.m.

Respectfully Submitted,



Keith A. DeMello
Senior Communications Manager
Office of Enterprise Technology Services
State of Hawai'i

Jul 21, 2016

Date